

## Key Message

Ways to support someone with executive functioning difficulties:

- Educate and explain- while concepts such as memory and attention mean something to most people 'executive functioning' is often an unfamiliar idea. This makes education for the individual and those around them particularly important.
- Minimise distractions.
- Don't rush. Encourage the individual to STOP and THINK about what they are doing.
- Work on one task at a time and make sure the goal is clear.
- Encourage the individual to check they are still 'on task' that is they are still working towards the goal they set and haven't become side tracked.
- On more complex tasks encourage a step by step approach, perhaps suggesting planning and writing out the steps in the advance.
- Break larger tasks into smaller manageable chunks.
- Support the individual to create a structure and routine in day to day life.
- Smart devices (phones, watches etc) can be useful to help plan and organise but unless familiar the individual may need support to set up and use this technology. For some people wall planners and diaries may be just as effective.